

LDT Tips for Instructional Recording

Resources and Training

<https://teach.interpro.wisc.edu/recorded-lectures/>

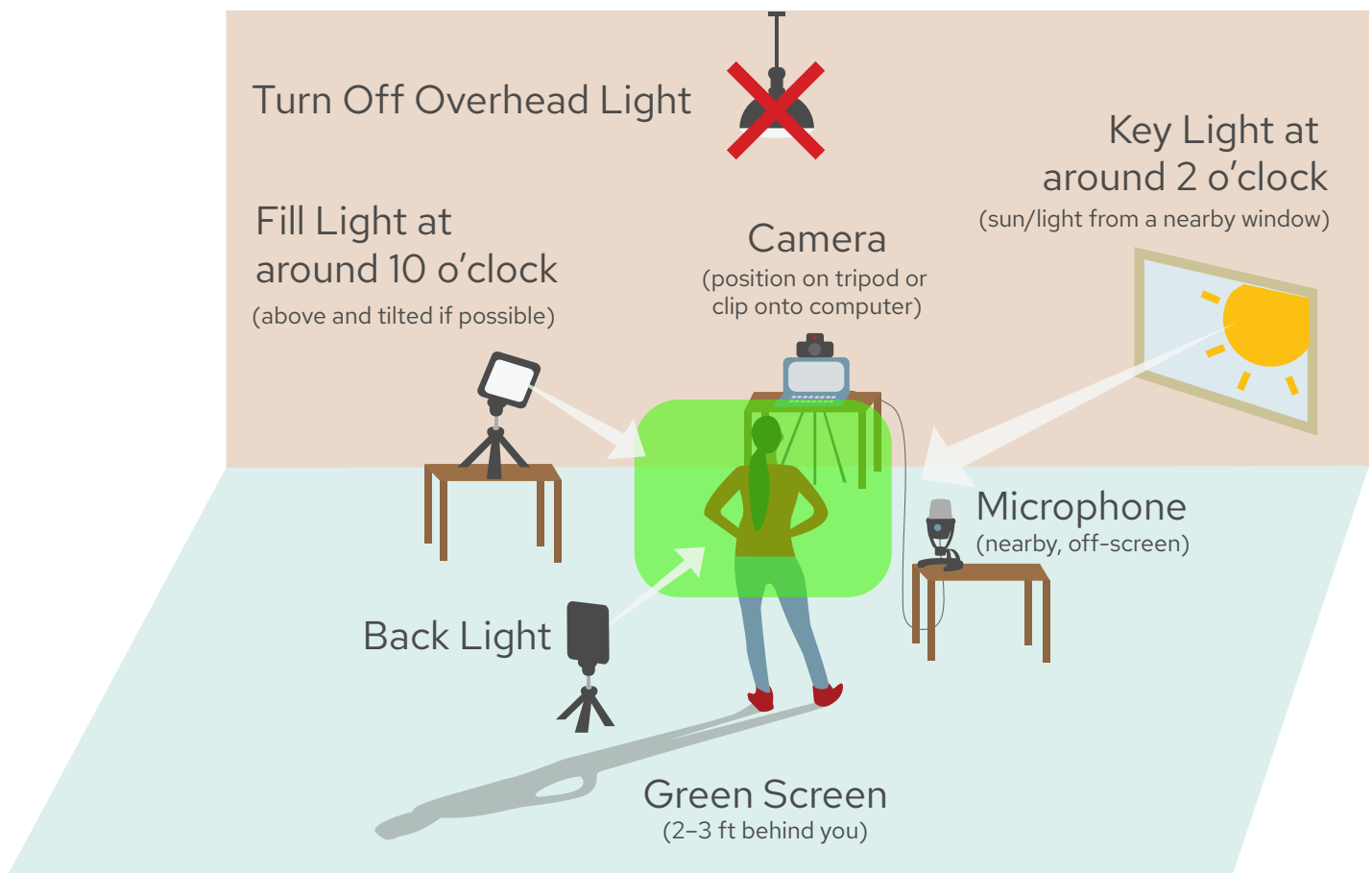
<https://uwmadison.app.box.com/s/7z5i92800x0b3r8hbxm2eimj68pn6uod>

<https://kb.wisc.edu/engr/interpro/44016>

Strengthen confidence, body language, eye contact, vocal control, opening/closing statements, proper tone of voice, control, speed, breathing, etc.

Mind Your Health

- Get a good night's rest and drink water. Recording can be stressful. Stay patient, stay positive.
- Relax and give yourself breaks throughout. Too many takes in a row can be frustrating. Allow for fresh starts. There is no need to rush through and finish them all in a short period of time.



LDT Tips for Instructional Recording

Green Screen and Proper Lighting

- **Highly recommended:** Natural lighting, in addition to the lights in our kit if necessary. Utilize a window off to the side of the camera.
- Turn off overhead light in room you are recording.
- Three-point lighting uses three lights; a key light, a fill light, and a window (backlight). Attempt to fill entire camera frame with green screen.
- Frame the screen so you are showing from belly button up—with a bit of space above your head.
- Wear solid colors and avoid patterns. Stripes are fine.
- Avoid shiny clothes, ties, suits, blazers, jewelry anything that could give off a glossy look.
- Please avoid wearing green and blue. Recommended colors are black, red, darker tones.
- If you wear glasses, try your best to dim down light reflections from front (computer monitor).
- Uneven lighting and hot spots on the green screen can make keying more difficult.
- Reduce folds and wrinkles in the green screen to avoid shadows or lines. The screen can be pulled taut and held with clips.
- Don't stand too close the green screen, this will create shadows. We want the green screen to be one, consistent color as much as possible. Stand in front of the lights used to light the green screen.
- If available, use a backlight or hair light (top light) to sharpen the edges between the subject and the green screen.
- Light the green screen first, then adjust the lighting on the subject. The lighting on the subject should be brighter than the screen to avoid color bouncing from the screen back to the subject.

3-Point Lighting

Back Light

- Placed behind the subject to add a separation between the subject and the background

Fill Light

- Placed on the opposite side of the key light to "fill in" any shadows the key light may create and is dimmer than the key light

Key Light (Natural Lighting=Sun/Window)

- Placed in front of the subject and is the brightest light

Camera

- Place at eye level.
- A wider aperture (if adjustable) will make the background less focused. Any inconsistencies from wrinkles or spots in the green screen can be evened out.
- Check that the subject is in focus before beginning.
- Consider placing a mark on the floor so you can return to the same spot and be the same distance from the camera in different takes.

Motion

- Don't move too much or too quickly. This causes motion blur and makes removing the green color behind you more difficult. This is a balance because you also want to project a conversational, natural style.
- Make sure that the subject stays within the camera shot and in front of the green screen.



LDT Tips for Instructional Recording

Sound

- Dampen echoes by recording in a room with softer surfaces such as curtains, fabric furniture, carpet, pillows, acoustic panels, etc.
- Use an external desktop or lapel microphone for better sound quality than your computer's microphone.
- Remove or turn off items such as computer fans, heating/cooling units, and fluorescent lights. Control the thermostat so it doesn't kick in during the middle of a recording.
- Be aware of any exterior noises such as street traffic, weather, or other people.
- Take a sample recording using the microphone you intend to use and make any adjustments prior to recording. Listen for:
 - background noise (minimize as much as possible)
 - audio quality (try using a different microphone to hear differences in quality)
 - speech patterns and phrases such as saying "um..." or other distractors

Recording

- Breathe between sections and take a pause between slides. Take your time while reading the script.
- There's no need to stop and restart the recording if you misspeak or wish to say something differently. Consider a visual and/or audio cue that you will begin the segment again, allow a 3 to 5 second pause and begin again.
- Record relatively short segments that can be edited together rather than trying to record all material at once. However, if possible, try to record all segments in one day to avoid differences in appearance or vocalizations.
- It is advantageous to memorize your opening/closing statements (first and last slides, approximately 30s each) for each video memorized as these will be the pivotal moments of maintaining **eye contact** with the camera. Avoid looking down or off to the side. Practice reading your script in advance to make the performance authentic and stress free.
- Pause and look at the camera for 3-5 seconds before moving to stop the recording.

Review your recording

Record a short test video and make adjustments as necessary. When recording, review each recorded clip to ensure excellent audio and video quality.

Re-record any media clip as necessary.

